

## STATE OF MAINE DEPARTMENT OF EDUCATION 23 STATE HOUSE STATION AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE

STEPHEN L. BOWEN
COMMISSIONER

TO: Private School Administrators

FROM: Paula Gravelle, School Finance Coordinator

School Finance & Operations

DATE: July 20, 2012

SUBJECT: Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2012 – *Due* 

September 15, 2012 (2012-13 Approval to Receive Public Funds from Maine School

Administrative Units)

The Year-End Report of Private Schools (EF-M-240) is required *only if* your school will be accepting students from the State of Maine at *public* expense during the 2012-2013 school year. This report does not apply to Special Purpose Private Schools (special education). Special Purpose Private Schools should contact the Department of Education's Special Services Team regarding reporting requirements at (207) 624-6650.

The Year-End Report of Private Schools (EF-M-240) report must be received before we can add your school to the list of private schools in and outside of the State of Maine which are eligible to receive *public funds* from Maine municipalities and school districts. The Year-End Report of Private Schools (EF-M-240) is used to verify the status of your school (i.e. sectarian or non-sectarian) and to compute the maximum annual tuition rate that can legally be paid by Maine school administrative units.

**Proof of Audit by Private Schools for this purpose is no longer required** pursuant to Public Law 2011 Chapter 171 (20-A MRSA §2953, first paragraph & sub-§1, have been repealed).

The Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2011 report is available for download from the Department of Education's website: http://www.maine.gov/education/forms/misteam/efm240/efm240menu.htm

The Year-End Report of Private Schools (EF-M-240) is a Microsoft Excel spreadsheet; formulas have been embedded in the form to automatically calculate totals.

If you have questions, please contact Paula Gravelle at (207) 624-6792 or by email at <a href="mailto:paula.b.gravelle@maine.gov">paula.b.gravelle@maine.gov</a>

For Maine private schools that receive publicly funded students, these schools must also report student information for publicly funded students on the MEDMS Student Information System. For assistance on the MEDMS Student Information System, please contact the help desk at (207) 624-6896 or go to the MEDMS web site at: <a href="http://www.maine.gov/education/medms/homepage.htm">http://www.maine.gov/education/medms/homepage.htm</a>

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